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County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
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April 15, 2005

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Dear Prospective Proposer:

RE: ADDENDUM NUMBER TWO TO THE REQUEST FOR PROPOSALS FOR FAMILY SUPPORT, FAMILY PRESERVATION, AND ADOPTION PROMOTION AND SUPPORT SERVICES, RFP #CMS-04-024/04-025

The County of Los Angeles Department of Children and Family Services is issuing this Addendum Number Two to the Request for Proposals for Family Support, Family Preservation, and Adoption Promotion and Support Services, RFP #CMS-04-024/04-025, released on March 25, 2005. Pursuant to Part B, Instructions for Submitting Proposals, Section 6.0, subsection 6.4, this Addendum Number Two provides additional changes to the RFP.

Proposers' failure to incorporate the requirements of all Addenda may result in the proposal(s) not being considered, as determined at the sole discretion of the County.

The following corrections are being made to the RFP:

1. RFP, INTRODUCTION, Section 1.0, PURPOSE, is amended to read as follows:

The purpose of this Request for Proposals (RFP) is to solicit proposals from a public governmental entity, or a non-profit social service organizations founded for religious, charitable or social welfare purposes and is tax exempt under 501(c)(3) of the Internal Revenue Code to provide a continuum of services through one or more of the following programs: A) Family Support Program (FS); B) Family Preservation Program (FP); and/or C) Adoption Promotion and Support Services (APSS) for the Department of Children and Family Services under a three (3) year agreement. PART D, STATEMENT OF WORK (A-1, A-2, A-3) of this RFP explains the services required for each of the programs listed above.

2. RFP, INTRODUCTION, Section 5.0, subsection 5.2, paragraph 5.2.1 is amended to read as follows:

5.2 Family Preservation Program (FP)

- 5.2.1 Funding for FP has been allocated to the seventeen (17) DCFS office boundaries (see PART G, ATTACHMENTS, Attachment B, DCFS office boundaries and Zip Codes) and two (2) County-wide service categories based on the number of children in out-of-home placement. Contractor must serve all zip codes within the DCFS office boundary. Projected funding for FP for each fiscal year for three years is as follows:

DCFS District Offices		ALLOCATION
Antelope Valley West	\$963,249	\$ 1,021,426.00
Antelope Valley East	\$739,655	\$ 883,426.00
North Hollywood	\$1,445,346	\$ 1,632,730.00
Santa Clarita	\$413,225	\$ 527,617.00
Covina	\$2,263,306	\$ 2,595,409.00
Pomona	\$1,433,081	\$ 1,549,597.00
Pasadena	\$1,272,697	\$ 1,357,838.00
Metro North	\$1,368,928	\$ 1,527,429.00
West Los Angeles	\$1,338,738	\$ 1,416,030.00
Hawthorne	\$1,071,745	\$ 1,166,631.00
Wateridge	\$2,253,872	\$ 2,481,240.00
Century	\$1,148,163	\$ 1,253,090.00
Compton	\$633,990	\$ 875,667.00
Belvedere	\$1,414,213	\$ 1,551,814.00
Santa Fe Springs	\$1,914,234	\$ 1,932,009.00
Torrance	\$1,382,136	\$ 1,627,188.00
Lakewood	\$3,095,418	\$ 3,247,171.00
County-wide Service Category	ALLOCATION	
American Indian	\$400,000	\$ 441,310.00
Asian Pacific	\$500,000	\$ 551,638.00
Total For FP	\$25,051,996	\$ 27,639,260.00

3. RFP, INTRODUCTION, Section 5.0, subsection 5.3.2 is amended to read as follows:
 - 5.3.2. Proposers submitting a proposal for ~~FP~~ APSS shall submit a proposed annual budget for not less than \$220,000 and not greater than the SPA or County-wide Service Category allocation for the proposed SPA or County-wide Service Category for each fiscal year, to serve the total population in that particular SPA or County-wide Service Category.
4. RFP, INTRODUCTION, Section 6.0, subsection 6.1.1 is amended to read as follows:
 - 6.1.1 Proposer must be a public governmental entity, or a non-profit social service organization founded for religious, charitable or social welfare purposes and is tax exempt under 501 (c)(3) of the Internal Revenue Code.
5. RFP, PART A, GENERAL INFORMATION, Section 1.0, Background, subsection 1.4 is amended to read as follows:
 - 1.4 ~~DCFS encourages Proposers to provide a continuum of FS, FP, and APSS program services to children and families. DCFS is supportive of efforts within the community to provide a continuum of FS, FP, AND APSS program services to children and families in a manner that cultivates the partnerships formed by agencies that have worked closely to provide enhanced services to the communities in which they have been historically located.~~ DCFS seeks the following services delivery models to provide a continuum of FS, FP, and APSS program services in the following order of preference (Refer to Part C, Selection Process and Proposal Evaluation Criteria, Section 2.0, Evaluation Criteria):
 - 1.4.1 Directly provide or through subcontracting, under the umbrella of a formal collaborative arrangement where there may be one or more lead agencies, at least three (3) different FS, FP, and APSS program services which are overlapped by at least one DCFS office boundary, SPA or County-wide Service Category.
 - 1.4.2 Directly provide or through subcontracting, under the umbrella of a formal collaborative arrangement where there may be two or more lead agencies, at least two (2) different FS, FP, and APSS program services which are overlapped by at least one DCFS office boundary, SPA or County-wide Service Category.
 - 1.4.3 ~~Directly provide or through subcontracting one (1) FS, FP, or APSS program service and has written board resolutions indicating commitments with other providers/proposers to provide at least one different FS, FP, or APSS program service which are overlapped by at least one DCFS office boundary, SPA or County-wide Service Category.~~

1.4.3 Provide through collaboration with other community agencies, one (1) or more FS, FP, or APSS program services to serve the same DCFS office boundary, SPA or County-wide Service Category. Collaboration is to be documented by letters of support and/or Memorandums of Understanding (MOU).

1.4.4 Directly provide or through subcontracting one (1) FS, FP, or APSS program service.

6. RFP, PART B, INSTRUCTIONS FOR SUBMITTING PROPOSALS, Section 4.0, Solicitation Requirements Review, Number 1, is amended to read as follows:

1. The request for a Solicitation Requirements Review is received by DCFS by ~~Monday, April 04, 2005~~ Friday, April 08, 2005. *(As stated in Addendum Number One).*

7. RFP, PART B, INSTRUCTIONS FOR SUBMITTING PROPOSALS, Section 6.0, Proposal Format, subsection 6.1 is amended to read as follows:

6.1 A complete **original proposal and three (3) copies** of the complete proposal must be submitted. The original proposal must be typewritten or word-processed in English utilizing no smaller than 12-point font, with a one (1) inch margin on all sides and single-sided on 8-1/2" x 11" white bond paper. Each proposal (including copies) shall be placed in a separate three-ring binder for a total of four three-ring binders. Each binder shall have tabs for each section number of the proposal. Proposals and all documents submitted in connection with this RFP shall be securely bound in a three-ring binder which can be easily opened and closed, for the removal of material by COUNTY, identified by the Proposer as "Trade Secrets", "Confidential", or "Proprietary". No paper clipped, stapled, or rubber banded copies shall be accepted. All proposal pages must be clearly and consecutively numbered.

8. RFP, PART B, INSTRUCTIONS FOR SUBMITTING PROPOSALS, Section 7.0, Proposal Components: Required Forms and Content, subsection 7.2.3, is amended to read as follows:

7.2.3 Executive Summary

The Executive Summary shall be no more than two pages in length and shall condense and highlight the contents of the Proposer's proposal to provide DCFS with a Broad understanding of the Proposer's approach, qualifications, experience, and staffing of the Proposer's present organization.

9. RFP, PART B, INSTRUCTIONS FOR SUBMITTING PROPOSALS, Section 7.0, Proposal Components: Required Forms and Content, subsection 7.2.20 is amended to read as follows:

7.2.20 Tax Status

Proposer shall submit verification of Tax Status from Internal Revenue Service (IRS) and State of California Franchise Tax Board, their Articles of Incorporation, along with a certified copy of their most recent annual Statement of Information (e.g. California State Form SI-100) filed with the Secretary of State, which was renewed within the last two years.

In the event the certified copy of the Statement of Information cannot be obtained prior to submission of the proposal, proposer has the following options.

- a) Provide a copy of Statement of Information submitted to the State with a copy of payment check, or
- b) Provide Proof of receipt of submission of Statement of Information from the State, or
- c) If electronically filed, provide copy of computer print-out of Statement of Information, or
- d) Submit a letter signed by the Board of Directors indicating that the Statement of Information has been filed with the State, and the date of submission.

Regardless of which option is followed, if a contract is awarded, proposer must submit a certified copy of the Statement of Information at the time of contract signing.

10. RFP, PART B, INSTRUCTIONS FOR SUBMITTING PROPOSALS, Section 7.0, Proposal Components: Required Forms and Content, Subsection 7.2.21 is amended to read as follows:

7.2.21 Organizational Data

Proposer must submit an organizational chart which is inclusive of executives as well as the Proposer's Project Director, and which includes the names and titles of personnel anticipated to work on this contract. The organizational data must include organizational charts for all Proposer agencies, subcontractors, and collaborators. Proposer must include copies of job descriptions for each staff position anticipated to work under this Agreement.

11. RFP, PART B, INSTRUCTIONS FOR SUBMITTING PROPOSALS, Section 7.0, Proposal Components, subsection 7.5.2.1 is amended to read as follows:

7.5.2.1 What the Proposer proposes to accomplish by delivering the proposed FP services including: (1) Alternative Response Services (ARS); ~~(1)~~ (2) the required Primary FP Services; ~~(2)~~ (3) the required Supplemental Services; and ~~(3)~~ (4) Linkage Services as stated in the FP Statement of Work.

12. RFP, PART B, INSTRUCTIONS FOR SUBMITTING PROPOSALS, Section 7.0, Proposal Components: Required Forms and Content, Subsection 7.8 is amended to read as follows:

7.8 Last Page of Proposal

The last page of the proposal must list names of all persons having any right or interest in this agreement or the proceeds thereof. The page, on agency letterhead, must include the signature of the person(s) authorized to bind the Prospective Contractor in an agreement.

If your organization is a Corporation, two officials of the agency must sign the last page of the proposal. The names of the individuals signing must appear on the Corporation's Annual Information Statement filed with the Secretary of State and must be:]

- a. any one of the Chairman of the Board, the president, or any vice president, and
- b. any one of the secretary, assistant secretary, chief financial officer, or assistant treasurer

If one or more of these executors cannot sign the contract, a corporate resolution specifically authorizing the execution of this Agreement by the signing individual(s) must be attached.

If your organization is not a corporation (i.e., sole proprietorship or partnership), the proprietor or, if applicable, each of the partners in the partnership must sign the last page of the proposal.

13. RFP, PART C, Selection process and Proposal Evaluation Criteria, Section 2.4 shall be amended as follows:

2.4 Proposals submitted which reflect service delivery models addressed in Part A-General Information, Sections 1.4.1, 1.4.2, ~~and 1.4.3,~~ and 1.4.4, may be awarded up to five hundred (500) possible points per proposal, in addition to the ten thousand points per proposal listed in Part C, Section 2.3 above. The

points awarded for the service delivery models listed in Part A-General Information, Sections 1.4.1 through 1.4.4 will be awarded as follows:

- (a) Service delivery model that falls in the category listed in Section 1.4.1 will obtain an additional 500 points.
- (b) Service delivery model that falls in the category listed in Section 1.4.2 will obtain an additional 400 points.
- (c) Service delivery model that falls in the category listed in Section 1.4.3 will obtain an additional 300 points.
- (d) Service delivery model that falls in the category listed in Section 1.4.4 will obtain zero (0) additional points.

~~These proposal scores will be averaged, and then increased by the possible points.~~ For proposers that submit two or more proposals for the same SPA, DCFS office boundary, or County-wide Service Category, the scores from each proposal will be added and averaged. This new total composite score will then be ranked against other proposals in their appropriate service categories and area. If the new total composite score is not the highest scoring in all service categories and area, then each proposal will revert to its original proposal score and will be weighted as such.

14. RFP, PART D, STATEMENT OF WORK, Exhibit A-1, Section 3.0, Definitions, subsections 3.35 through 3.57, are amended as follows:

3.35 **Key Personnel** shall be defined as Contractor and/or subcontractor management, professional, paraprofessional, and volunteer staff working directly with families receiving services.

~~3.35~~ 3.36 **Licensed Clinical Social Worker (LCSW)** shall be defined as an individual currently licensed from the California Board of Behavioral Science Examiners to provide clinical social work or mental health treatment services.

~~3.36~~ 3.37 **Linkage Service** shall be defined as a CONTRACTOR's responsibility to refer clients to bonafide resources to provide non-reimbursable services or resources that are outside the scope of the CONTRACTOR's services. Clients shall be referred to public governmental entities or non-profit social service organizations founded for religious, charitable or social welfare purposes, that are tax exempt under 501(c)(3) of the Internal Revenue Code.

~~3.37~~ 3.38 **Neglect** shall be defined as the negligent treatment or maltreatment of a child by a parent or caregiver under circumstances indicating harm or threatened harm to the child's health or welfare. The term includes both acts and omissions on the part of the responsible person. California law defines

two categories of physical neglect: severe neglect and general neglect. a) Severe Neglect – The negligent failure of a parent or caregiver to protect the child from severe malnutrition or medically diagnosed non-organic failure to thrive. It also includes those situations of neglect where the parent or caregiver willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered. This includes the intentional failure to provide adequate food, clothing, shelter, or medical care. b) General Neglect – The negligent failure of a parent or caregiver to provide adequate food, clothing, shelter, medical care or supervision where no physical injury to the child has occurred.

- ~~3.38~~ 3.39 **Non-Relative Extended Family Member** shall be defined as an unrelated adult/caregiver who has an established relationship with a child.
- 3.40 **Open DCFS Case** shall be defined as a situation where DCFS is providing services to a family with at least one substantiated allegation.
- 3.41 **Open Referral** shall be defined as an investigation of a referral that is not completed.
- ~~3.39~~ 3.42 **Outcomes** shall be defined as the results for children and families that the CONTRACTOR is expected to accomplish.
- ~~3.40~~ 3.43 **Out-stationed Staff** shall be defined as DCFS staff stationed at a facility other than a DCFS office.
- ~~3.41~~ 3.44 **Paraprofessional Staff** shall be defined as paid CONTRACTOR staff who provide direct client services, but who do not possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling, or a closely related field.
- ~~3.42~~ 3.45 **Performance Targets** shall be defined as measurable benchmarks which guide performance toward a desirable result.
- ~~3.43~~ 3.46 **Professional Staff** shall be defined as paid CONTRACTOR staff who provide direct client services and possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling or a closely related field.
- ~~3.44~~ 3.47 **Project** shall be defined as the work to be performed by CONTRACTOR.
- ~~3.45~~ 3.48 **Promoting Safe and Stable Families Program** shall be defined as a federal program whose purpose is to enable states to develop and establish, or expand, and to operate coordinated programs of community-based family support services, family preservation services, time-limited family reunification

services, and adoption promotion and support services.

- ~~3.46~~ 3.49 **Regional Center** shall be defined as a private agency that contracts with the California Department of Developmental Services (CDDS) to provide services to developmentally disabled children and adults.
- ~~3.47~~ 3.50 **Service Completion** shall be defined as clients who, by mutual agreement between the family and the CONTRACTOR, agreed that all needed services have been received and the client does not require further assistance from the CONTRACTOR at that time.
- ~~3.48~~ 3.51 **SPA** shall be defined as a Service Planning Area; furthermore, a Service Planning Area is any one of the eight geographic regions into which the COUNTY of Los Angeles has been divided for purposes of managing the delivery of COUNTY Services.
- ~~3.49~~ 3.52 **Stakeholder** shall be defined as individuals and agencies from the community who are interested in the FS program and services provided by the CONTRACTORS.
- ~~3.50~~ 3.53 **Structured Parent-Child Activities** shall be defined as social activities sponsored by a CONTRACTOR to facilitate and enhance positive child and family interaction.
- ~~3.51~~ 3.54 **Subcontract** shall be defined as a contract between the CONTRACTOR and a third party to provide services or materials necessary to fulfill this Contract.
- ~~3.52~~ 3.55 **Subcontractor** shall be defined as the third party who enters into a Contract with the CONTRACTOR whereby the third party agrees to provide FS services or materials necessary to fulfill this Contract.
- ~~3.53~~ 3.56 **Team Decision Making** shall be defined as the departmental initiative to engage families in developing child safety and case plans focusing on families' strengths. Team Decision Making meetings shall include family, children, caregivers, resource staff, DCFS staff, and a trained DCFS facilitator.
- ~~3.54~~ 3.57 **Technical Review** shall be defined as a COUNTY evaluation of a CONTRACTOR's FS program to ensure effective implementation and Contract compliance.
15. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Section 3.0, Definitions, subsection 3.3 , is amended as follows:
- 3.3 **Alternative [inconclusive/substantiated low-to-moderate] Response Services** shall be defined as the FP Services provided to families with

inconclusive or substantiated low-to-moderate risk findings of child abuse/neglect (closed referrals), but who remain at risk and are in need of preventive services.

16. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Section 3.0, Definitions, subsections 3.50 through 3.77, are amended as follows:

~~3.50~~ **Key Personnel** shall be defined as Contractor and/or subcontractor management, professional, paraprofessional, and volunteer staff working directly with families receiving services.

~~3.50~~ **3.51 Licensed Clinical Social Worker** shall be defined as an individual currently licensed from the California Board of Behavioral Science Examiners to provide clinical social work or mental health treatment services.

~~3.51~~ **3.52 Linkage Service** shall be defined as a CONTRACTOR's responsibility to refer clients to bonafide resources to provide non-reimbursable services or resources that are outside the scope of the CONTRACTOR's services. Clients shall be referred to public governmental entities or non-profit social service organizations founded for religious, charitable or social welfare purposes, that are exempt under 501(c)(3) of the Internal Revenue Code.

~~3.52~~ **3.53 Marriage and Family Therapist (MFT)** shall be defined as an individual currently licensed from the California Board of Behavioral Science Examiners to provide marriage, family, and child counseling, social work, or mental health treatment services.

~~3.53~~ **3.54 Multidisciplinary Case Planning Committee (MCPC)** shall be defined as a committee composed of the referred family, network service providers, CSWs, DPOs, and DMH, DHS staff, schools, and other agencies as appropriate to develop the family's MCPC service plan and analyze the family's progress in accordance with the plan.

~~3.54~~ **3.55 Multidisciplinary Case Planning Committee Service Plan** shall be defined as a plan developed by the MCPC for the family for contracted and/or linkage services.

~~3.55~~ **3.56 Neglect** shall be defined as the negligent treatment or maltreatment of a child by a parent or caregiver under circumstances indicating harm or threatened harm to the child's health or welfare. The term includes both acts and omissions on the part of the responsible person. California law defines two categories of physical neglect: severe neglect and general neglect. a) Severe Neglect – The negligent failure of a parent or caregiver to protect the child from severe malnutrition or medically diagnosed non-organic failure to thrive. It also includes those situations of neglect where the parent or caregiver willfully causes or permits the person or health of the child to be

placed in a situation such that his or her person or health is endangered. This includes the intentional failure to provide adequate food, clothing, shelter, or medical care. b) General Neglect – The negligent failure of a parent or caregiver to provide adequate food, clothing, shelter, medical care or supervision where no physical injury to the child has occurred.

- ~~3.56~~ 3.57 **Outcomes** shall be defined as the results for children and families that the Contractor is expected to accomplish.
- ~~3.57~~ 3.58 **Paraprofessional Staff** shall be defined as paid CONTRACTOR staff who provide direct client services, but who do not possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling, or a closely related field.
- ~~3.58~~ 3.59 **Passenger Van** shall be defined as a licensed enclosed vehicle designed with a minimum capacity of six (6) passengers and maximum capacity of ~~twelve (12)~~ fifteen (15) passengers that meets the California Vehicle Code requirements, that the CONTRACTOR uses for transporting FP families. All drivers must have appropriate drivers license for the vehicle. All drivers of a 15 passenger van must have a commercial drivers license (class B).
- ~~3.59~~ 3.60 **Performance Targets** shall be defined as measurable benchmarks which guide the performance toward a desirable result.
- ~~3.60~~ 3.61 **Professional Staff** shall be defined as paid CONTRACTOR staff who provide direct client services and possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling or a closely related field.
- ~~3.61~~ 3.62 **Project** shall be defined as the work to be performed by CONTRACTOR.
- ~~3.62~~ 3.63 **Promoting Safe and Stable Families (PSSF)** shall be defined as a federal program whose purpose is to enable states to develop and establish, or expand, and to operate coordinated programs of community-based family support services, family preservation services, time-limited family reunification services, and adoption promotion and support services.
- ~~3.63~~ 3.64 **Regional Center** shall be defined as a private agency that contracts with the California Department of Developmental Services (CDDS) to provide services to developmentally disabled children and adults.
- ~~3.64~~ 3.65 **Regional Office/DCFS Office Boundaries** shall be defined as a Service Area composed of 17 offices throughout the COUNTY of Los Angeles for the purpose of managing the delivery of COUNTY Services.

- ~~3.65~~ 3.66 **Sexual Abuse** shall be defined as any act of sexual assault or sexual exploitation of a child.
- ~~3.66~~ 3.67 **Stakeholder** shall be defined as individuals and agencies from the community who are interested in the FP program and services provided by the CONTRACTORS.
- ~~3.67~~ 3.68 **Subcontract** shall be defined as a Contract between the CONTRACTOR and a third party to provide services or materials necessary to fulfill this Contract.
- ~~3.68~~ 3.69 **Subcontractor** shall be defined as the third party who enters into a Contract with the CONTRACTOR whereby the third party agrees to provide FP services or materials necessary to fulfill this Contract.
- ~~3.69~~ 3.70 **Substantiated Abuse Report** shall be defined as a report that is determined by the Children's Social Worker (CSW) who conducted the investigation, based upon credible evidence, to constitute child abuse or neglect, as defined in Section 11164.6 of the Penal Code.
- ~~3.70~~ 3.71 **Substitute Adult Role Model (SARM)** shall be defined as a mentorship service for youth receiving FP services.
- ~~3.71~~ 3.72 **TDT** shall be defined as Therapeutic Day Treatment.
- ~~3.72~~ 3.73 **Team Decision Making** shall be defined as the departmental initiative to engage families in developing child safety and case plans focusing on families' strengths. Team Decision Making meetings shall include family, children, caregivers, resource staff, DCFS staff, and a trained DCFS facilitator.
- ~~3.74~~ 3.74 **Transition Services** shall be defined as services received after the termination of FP Services designed to assist the family toward functioning without further FP intervention.
- ~~3.73~~ 3.75 **Technical Review** shall be defined as a COUNTY evaluation of a CONTRACTOR's FP program to ensure effective implementation and Contract compliance.
- ~~3.74~~ 3.76 **Voluntary Family Maintenance (VFM)** shall be defined as the provision of non-court, time limited protective services to families whose children are in potential danger of abuse, neglect or exploitation when the child can safely remain in the home and the family is willing to accept services and engage in corrective action. The agreement of voluntary services may be initiated by the CSW or by the Court, following the dismissal of a petition.

- ~~3.75~~ **3.77 Voluntary Family Reunification (VFR)** shall be defined as the foster care placement of a child by or with the participation of DCFS acting on behalf of California Department of Social Services (CDSS), after the parent(s)/guardian(s) of the child have requested the assistance of DCFS and signed a voluntary placement agreement.
17. RFP, PART D, STATEMENT OF WORK, Exhibit A-3, Section 3.0, Definitions, subsections 3.33 through 3.53, are amended as follows:
- ~~3.33~~ **3.33 Key Personnel** shall be defined as Contractor and/or subcontractor management, professional, paraprofessional, and volunteer staff working directly with families receiving services.
- ~~3.33~~ **3.34 Licensed Clinical Social Worker (LCSW)** shall be defined as an individual currently licensed from the California Board of Behavioral Science Examiners to provide clinical social work or mental health treatment services.
- ~~3.34~~ **3.35 Linkage Service** shall be defined as a CONTRACTOR's responsibility to refer clients to bonafide resources to provide non-reimbursable services or resources that are outside the scope of the CONTRACTOR's services. Clients shall be referred to public governmental entities or non-profit social service organizations founded for religious, charitable or social welfare purposes, that are exempt under 501(c) of the Internal Revenue Code.
- ~~3.35~~ **3.36 Marriage and Family Therapist (MFT)** shall be defined as an individual currently licensed from the California Board of Behavioral Science Examiners to provide marriage, family, and child counseling, social work, or mental health treatment services.
- ~~3.36~~ **3.37 Neglect** shall be defined as the negligent treatment or maltreatment of a child by a parent or caregiver under circumstances indicating harm or threatened harm to the child's health or welfare. The term includes both acts and omissions on the part of the responsible person. California law defines two categories of physical neglect: severe neglect and general neglect. a) Severe neglect – The negligent failure of a parent or caregiver to protect the child from severe malnutrition or medically diagnosed non-organic failure to thrive. It also includes those situations of neglect where the parent or caregiver willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered. This includes the intentional failure to provide adequate food, clothing, shelter, or medical care. b) General Neglect – The negligent failure of a parent or caregiver to provide adequate food, clothing, shelter, medical care or supervision where no physical injury to the child has occurred.
- ~~3.37~~ **3.38 Non-Relative Extended Family Member** shall be defined as an unrelated adult/caregiver who has an established relationship with a child.

- ~~3.38~~ 3.39 **Outcomes** shall be defined as the results for children and families that the CONTRACTOR is expected to accomplish.
- ~~3.39~~ 3.40 **Paraprofessional Staff** shall be defined as paid CONTRACTOR staff who provide direct client services, but who do not possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling, or a closely related field.
- ~~3.40~~ 3.41 **Performance Targets** shall be defined as measurable benchmarks which guide performance toward a desirable result.
- ~~3.41~~ 3.42 **Professional Staff** shall be defined as paid CONTRACTOR staff who provide direct client services, and possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling or a closely related field.
- ~~3.42~~ 3.43 **Professional Therapist Staff** shall be defined as paid CONTRACTOR staff who provide therapy to families and children, and possess, at minimum, a Master's Degree in social work, psychology, marriage and family counseling or a closely related field. Professional Therapist Staff shall have a minimum of two (2) years of adoption experience, including, but not limited to, an awareness of the developmental process of adoption and training in adoption therapy strategies and techniques.
- ~~3.43~~ 3.44 **Project** shall be defined as the work to be performed by CONTRACTOR.
- ~~3.44~~ 3.45 **Promoting Safe and Stable Families** shall be defined as a federal program whose purpose is to enable states to develop and establish, or expand, and to operate coordinated programs of community-based family support services, family preservation services, time-limited family reunification services, and adoption promotion and support services.
- ~~3.45~~ 3.46 **Regional Center** shall be defined as a private agency that contracts with the California Department of Developmental Services (CDDS) to provide services to developmentally disabled children and adults.
- ~~3.46~~ 3.47 **Service Completion** shall be defined as clients who complete the entire Adoption Promotion and Support Services.
- ~~3.47~~ 3.48 **Service Termination** shall be defined as clients who have not finished the entire Adoption Promotion and Support Services enrolled service component.

- ~~3.48~~ 3.49 **Stakeholder** shall be defined as individuals and agencies from the community who are interested in the APSS program and services provided by the CONTRACTORS.
- ~~3.49~~ 3.50 **Subcontract** shall be defined as a contract between the CONTRACTOR and a third party to provide services or materials necessary to fulfill this contract.
- ~~3.50~~ 3.51 **Subcontractor** shall be defined as the third party who enters into a contract with the CONTRACTOR whereby the third party agrees to provide APSS or materials necessary to fulfill this contract.
- ~~3.51~~ 3.52 **Substitute Adult Role Model (SARM)** shall be defined as a mentorship service for youth receiving APSS.
- ~~3.52~~ 3.53 **Supervising Therapist** shall be defined as paid CONTRACTOR staff who supervise Professional Therapist Staff. The Supervising Therapist shall be currently licensed as a Licensed Clinical Social Worker (LCSW), a Licensed Marriage and Family Therapist (LMFT), or a Licensed Clinical Psychologist with a minimum of five (5) years adoption experience.

18. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Section 8.0, Base rate and supplemental services, is amended as follows:

A capitated base rate of \$1,050.00 per month will be paid for each family participating in the Family Preservation program. Services include In-Home Outreach Counseling visits, clinical direction and the Multidisciplinary Case Planning Committee.

Base Rate Services (four In-Home Outreach Counseling visits, indirect costs, clinical direction and the Multidisciplinary Case Planning Committee)	\$1,050.00/mo
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In addition to the Base rate services, the provider will be expected to provide Supplementary services from the selection listed below. The number and type of supplementary services to be provided will be determined by the MCPC based on the intensity of need of the Family Preservation families. Each service type will be reimbursed based on the listed rates.

In-Home Outreach Counseling (Professional with license)	\$70.00/hr
In-Home Outreach Counseling (MA/MSW under licensed supervision)	\$60.00/hr
In-Home Outreach Counseling (BA)	\$50.00/hr
Counseling – to include: Substance Abuse, Domestic Violence, Teen Pregnancy, and Anger Management	\$60.00/hr
Drug Testing	\$25.00/test

Parenting Training/Fatherhood Program	\$20.00/hr
Child Focused Activities	\$25.00/hr
Substitute Adult Role Model	\$20.00/hr
Teaching and Demonstrating Homemaking	\$35.00/hr
Transportation	\$35.00/hr
Child Follow Up Visit	\$20.00/hr
Emergency Housing	up to \$50.00/night
Transition	<u>\$525.00/month</u>
Therapeutic Day Treatment	<u>\$1,027.00/month</u>
Substance Abuse Assessment	<u>\$63.90/50 minutes</u>
Substance Abuse Treatment-Individual Counseling	<u>\$63.90/50 minutes</u>
Substance Abuse Treatment-Group Counseling	<u>\$30.60/person/90 minutes</u>

19. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part B, Target Demographic, Section 1.0 is amended as follows:

1.0 The target demographic for Alternative Response services is families that have an inconclusive or substantiated low-to-moderate risk child abuse or neglect allegation (closed referrals) who are in need of support services.

20. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Service Tasks To Achieve Performance Outcome Goals, Section 1.0, Safety, is amended as follows:

PERFORMANCE OUTCOMES	
1. SAFETY	
PROVIDER & PROGRAM:	
PROGRAM TARGET GROUP:	
All Families receiving FP Services (Inconclusive/ <u>substantiated low-to-moderate risk closed</u> referrals and FP cases)	
PROGRAM GOAL AND OUTCOME:	
Children shall remain free from abuse and neglect.	

OUTCOMES	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<u>Alternative Response Referrals</u> No substantiated allegations of child abuse and/or neglect.	CWS/CMS COUNTY contracted vendor Data Source	90% or more of families with no substantiated allegations at the termination of ARS. 95% or more of families with no substantiated allegations 12 months after the termination of ARS.
<u>FP cases</u> No subsequent case re-openings.	CWS/CMS COUNTY contracted vendor Data Source	90% or more of families with no subsequent substantiated allegations at case closing. 95% or more of families with no subsequent case reopenings for 12 months after case closing.

21. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Service Tasks To Achieve Performance Outcome Goals, Section 1.0, Safety, subsection 1.1.1, is amended as follows:

1.1.1 CONTRACTOR's receipt of DCFS 800, Exhibit FP-27, or PD 1324, Exhibit FP-3, shall constitute an official referral of the case to the CONTRACTOR. The referrals must be sent by fax, Pproof of receipt is by fax stamp-, however; there may be instances when the referrals are made to the agency by telephone prior to the referrals being sent via fax (e.g., Emergency Response referrals). CONTRACTOR shall call the case carrying CSW/DPO within 24 hours to acknowledge receipt of the referral, provide the name of the CONTRACTOR's case manager, and to discuss case dynamics and a preliminary plan.

22. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, subsection 1.1.2.3, is amended as follows:

1.1.2.3 CONTRACTOR shall make the initial visit within two (2) business days for Alternative Response Services (inconclusive/substantiated low-to-

moderate risk closed referrals). If the CONTRACTOR is unable to make contact with the family after two attempts within five (5) business days, CONTRACTOR shall close the referral and inform the case carrying CSW.

23. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, subsection 1.1.3, is amended as follows:

1.1.3 CONTRACTOR shall document the assessment and shall immediately inform the case carrying CSW/DPO if CONTRACTOR believes that FP Services are not appropriate. If it is determined that the family is not appropriate for services after the assessment is completed, CONTRACTOR may invoice for the assessment at the hourly rate based on the educational level of the CONTRACTOR'S staff.

24. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, subsection 1.2, is amended as follows:

1.2 Family Preservation Services shall be provided up to six (6) months. The DCFS Assistant Regional Administrator may approve up to an additional six months of FP Services-, two (2) three (3) month extensions. FP Services beyond one year must be approved by the DCFS Deputy Director.

25. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, subsection 1.3, is amended as follows:

1.3 CONTRACTOR shall be available to assess families for services twenty-four (24) hours per day, seven (7) days per week to provide the following services:

26. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, subsections 1.3.1 and 1.3.2, are amended as follows:

1.3.1 Alternative Response Services (Inconclusive/**Substantiated Low-To-Moderate Risk Closed** Referrals)

CONTRACTOR shall: (1) complete an ARS Plan, Exhibit FP-20, in the home; (2) provide four (4) monthly In-Home Outreach Counseling Sessions per family with all identified family members present; (3) provide Supplemental Services as appropriate; and (4) provide linkage services (See Part C, Section 2.4 of this SOW).

Alternative Response Services may be provided up to ninety (90) days.

1.3.2 CONTRACTOR shall provide: (1) MCPC Service Plan, Exhibit FP-10; (2) four (4) monthly In-Home Outreach Counseling Sessions per family with all

identified family members present; (3) Supplemental Services immediately as appropriate; and (4) linkage services.

27. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, subsection 1.4.3, is amended as follows:

1.4.1 Counseling Services:

These are face-to-face meetings/interventions by a counselor with an individual, couple, family, or group to: (1) help identify and assist in solving family problems; (2) identify substance abuse and refer for treatment; (3) address and treat domestic violence or anger management issues; and (4) help identify personal, vocational and educational goals. These services must be provided by a licensed clinician.

28. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, subsection 1.4.5, is amended as follows:

This is temporary housing that the CONTRACTOR provides for a family up to four (4) consecutive days. Any family needing additional time requires approval by the COUNTY Program Manager.

29. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, Section 1.5, is amended as follows:

1.5 Alternative Response Service Plan [Inconclusive/**Substantiated Low-To-Moderate Risk Closed** Referrals]

30. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, subsection 1.6.1, is amended as follows:

1.6.1 CONTRACTOR's Clinical Director or COUNTY approved designee shall convene the MCPC within 15 business days of the initial visit and notify the case carrying CSW/DPO, family, and other service providers at least three (3) business days in advance. CONTRACTOR shall document all scheduling attempts for each family in the case record. The MCPC case plan meeting shall occur at initial contact for ~~Crisis Intervention~~ Emergency Response cases. CONTRACTOR shall provide transportation for the family, if necessary, and provide space that is safe and secure for Child Focused Activities.

31. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, Section 1.7, is amended as follows:

1.7 Case Records [Inconclusive/**Substantiated Low-To-Moderate Risk Closed** Referrals, FP and Probation cases]

CONTRACTOR shall maintain a case record on each family served and make them available upon request by COUNTY. Case records shall include but not be limited to, DCFS 800/PD 1324 referral(s), Family Service Agreement, Exhibit FP-8; ARS/MCPC Service Plan Agreement(s), Exhibit FP-11; Service Progress Notes, Exhibit FP-25; Unexcused Absence Alert(s), Exhibit FP-14; Auxiliary Fund Authorization(s), Exhibit FP-6; In-home Counseling/Follow-up Progress Notes, Exhibit FP-22; Monthly Progress Report(s), Exhibit FP-12; and other documentation as necessary. CONTRACTOR shall utilize the case number designated by DCFS/Probation for identifying each referred family and case record.

CONTRACTOR shall maintain closed case records for five (5) years after each fiscal year.

32. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, Section 1.8, is amended as follows:

1.8 Monthly Progress Reports [Inconclusive/**Substantiated Low-To-Moderate Risk Closed Referrals, FP and Probation Cases**]

CONTRACTOR shall prepare and submit to the FP Program Manager a Monthly Progress Report for each referred family by the fifteenth (15th) day of the following month (e.g., May progress reports are due June 15th). The reports shall reflect the progress towards the ARS plan goals. CONTRACTOR shall maintain the original of each report and supporting documentation in the CONTRACTOR's case record.

33. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 1.0, Safety, Section 1.10, is amended as follows:

1.10 Family Member Unexcused Absences [Inconclusive Referrals **Substantiated Low-To-Moderate Risk Closed Referrals, FP and Probation Cases**]

CONTRACTOR shall terminate the referral after two (2) unexcused absences from IHOC sessions.

34. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 2.0, Permanency, is amended as follows:

PERFORMANCE OUTCOMES	
2. PERMANENCY	
PROVIDER & PROGRAM:	

PROGRAM TARGET GROUP: Families who are receiving FR services (FP cases)		
PROGRAM GOAL AND OUTCOME: Children shall achieve permanency through reunification, adoption, and guardianship.		
OUTCOMES	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<u>FP Cases</u>		
No subsequent referrals	CWS/CMS	90% or more of children referred return home while receiving FP services.
Successful completion of MCPC Service Plan critical tasks (e.g., In-Home Outreach Counseling)	Inter-University Consortium Data Source Monthly Progress Reports	80% or more of children who received services remain in own home twelve (12) months after FP case closing.
<u>Probation Cases</u>		
Successful completion of MCPC Service Plan	Inter-University Consortium Data Source Monthly Progress Reports	80% of minors achieve MCPC goals within 75 days <u>at the termination of FP services</u> . 85% of minors remain at home while receiving FP services. 75% of minors remain at home six (6) months after FP case closing.

35. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 3.0, Well-Being, is amended as follows:

PERFORMANCE OUTCOMES
3. WELL-BEING

PROVIDER & PROGRAM:		
PROGRAM TARGET GROUP: All Families receiving FP Services (<u>Inconclusive/substantiated low-to-moderate risk closed referrals</u> , FP cases and Probation cases).		
PROGRAM GOAL AND OUTCOME: Children shall improve their level of functioning in the areas of physical, emotional, social, educational, cultural, and spiritual development.		
OUTCOMES	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<u>Inconclusive Referrals and FP cases</u> Improved family functioning	Inter-University Consortium Data Source ARS Plan MCPC Service Plan	75% or more of problems presented by families at intake are at least “baseline-adequate” on the Family Functioning Assessment Tool at the termination of ARS and/or FP services (Exhibit FP-16).
<u>Probation cases</u> Improved school attendance	Monthly Progress Reports	65% of minors referred to TDT successfully attend TDT school during FP enrollment.
Improved family functioning	Inter-University Consortium Data Source MCPC Service Plan	70% or more of problems presented by families at intake are at least “baseline-adequate” on the Family Functioning Assessment Tool at the termination of FP services (Exhibit FP-16).

36. RFP, PART D, STATEMENT OF WORK, Exhibit A-2, Part C, Section 3.0, Well-Being, Section 3.2, is deleted in its entirety and replaced as follows:

- ~~3.2 Transition Services [FP cases]: CONTRACTOR shall provide families two transitional visits per month for the two months prior to termination of FP Services to ensure that the FP Services plan goals have been met.~~
- 3.2 Transition Services [FP cases]. CONTRACTOR may provide families Transition Services after the termination of FP Services. Transition Services shall consist of two In-Home Outreach Counseling visits per month. No supplemental services are provided during Transition, however, the family may be linked to additional community resources. The time limit for FP and Transition Services cannot exceed 12 months (e.g. a family can receive 10 months of FP services and two months of Transition services).
37. RFP, PART D, STATEMENT OF WORK, Attachment A-1, is deleted in its entirety and replaced by Attachment 1 to this Addendum.
38. RFP, PART E, REQUIRED FORMS, Form FP-1, Proposed Service Delivery Sites for Family Preservation Program, is deleted in its entirety and replaced by Attachment 1 to this Addendum.
39. RFP, PART F, Sample Contract, Family Support Program, RECITALS, shall be amended as follows:

WHEREAS, pursuant to Government Code Sections 26227, 31000 and 53703, COUNTY may contract for Family Support Services when certain requirements are met; and

WHEREAS, the CONTRACTOR is a public governmental entity or a non-profit organization agency social service organization founded for religious, charitable or social welfare purposes and is tax exempt under 501 (c) of the Internal Revenue Code, specializing in providing Family Support Services; and

WHEREAS, pursuant to provisions of Section 430, Title IV-B, Subpart 2, of the social Security Act as amended by the omnibus Budget Reconciliation Act of 1993 and 45 CFR 1357 is designated to administer the federal Promoting Safe and Stable Families services designed to help State child welfare agencies and eligible Indian Tribes establish and operate integrated community-based family support services for families at risk or in crisis; and

WHEREAS, COUNTY has determined that the services to be provided under this Contract are necessary to ensure the health and well-being of children and family members, especially children, receiving Family Support Services and are in the best interest of the children; and

WHEREAS, the County of Los Angeles Board of Supervisors has delegated the authority to the Director of the Department of Children and Family Services (DCFS) to execute the Contract; and

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto and each of them do agree as follows:

40. RFP, PART F, Sample Contract, Family Preservation Program, RECITALS, shall be amended as follows:

WHEREAS, pursuant to Government Code Sections 26227, 31000 and 53703, the COUNTY may contract for Family Preservation services when certain requirements are met; and

WHEREAS, the CONTRACTOR is a ~~Community-based organization~~ public governmental entity or a non-profit social service organization founded for religious, charitable or social welfare purposes and is tax exempt under 501 (c) of the Internal Revenue Code, specializing in providing Family Preservation services; and

WHEREAS, pursuant to provisions of Assembly Bill 776, COUNTY may utilize a portion of the Federal Promoting Safe and Stable Families (PSSF) funds and the allocated State General funds for the COUNTY's Family Preservation Program to provide a comprehensive range of prevention, support, intervention, transitional and maintenance services for families in the communities of Los Angeles COUNTY; and

WHEREAS, COUNTY has determined that the services to be provided under this Contract are necessary to protect children while strengthening and preserving families, thereby reducing the number of out-of-home placements and expediting the safe return of children to families; and

WHEREAS, COUNTY desires to provide Family Preservation Services; and

WHEREAS, the County of Los Angeles Board of Supervisors has delegated the authority to the Director of the Department of Children and Family Services (DCFS) to execute the Contract; and

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto and each of them do agree as follows:

41. RFP, PART F, Sample Contract, Adoption Promotion and Support Services Program, RECITALS, shall be amended as follows:

WHEREAS, pursuant to Government Code Sections 26227, 31000 and 53703, COUNTY may contract for Adoption Promotion and Support Services when certain requirements are met; and

WHEREAS, the CONTRACTOR is a public governmental entity or a non-profit organization ~~agency~~ social service organization founded for religious, charitable or

social welfare purposes and is tax exempt under 501 (c) of the Internal Revenue Code, specializing in providing Adoption Promotion and Support Services; and

WHEREAS, pursuant to provisions of Assembly Bill 776, COUNTY may utilize a portion of the Federal Promoting Safe and Stable Families Funds for the COUNTY's Adoption Promotion and Support Services Program to encourage more adoptions out of foster care when adoption presents the best interest of children; and

WHEREAS, COUNTY has determined that the services to be provided under this Contract are necessary to provide support to children and adoptive families so that they can make a lifetime commitment to ensure permanency for children, thereby expediting the adoption process, and reducing disruptions and dissolutions of adoptions and the number of children waiting in out-of-home care; and

WHEREAS, the County of Los Angeles Board of Supervisors has delegated the authority to the Director of the Department of Children and Family Services to execute the Contract; and

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto and each of them do agree as follows:

42. RFP, PART H, EXHIBITS, EXHIBIT FP-B-1 is deleted in its entirety and replaced by Attachment 2 to this Addendum.
43. RFP, PART H, EXHIBITS, EXHIBIT FP-10 is deleted in its entirety. There is no replacement.
44. RFP, PART H, EXHIBITS, EXHIBIT FP-11 is deleted in its entirety and replaced by Attachment 3 to this Addendum.
45. RFP, PART H, EXHIBITS, EXHIBIT FP-12 is deleted in its entirety and replaced by Attachment 4 to this Addendum.
46. RFP, PART H, EXHIBITS, EXHIBIT FP-16. The form title is added to read as follows:

FP FAMILY FUNCTION TOOL

47. RFP, PART H, EXHIBITS, EXHIBIT FP-23 is deleted in its entirety and replaced by Attachment 5 to this Addendum.

48. RFP, PART I, SUPPLEMENTAL INFORMATION, Proposal Checklist, Section II, is amended to read as follows:

SECTION II

_____ Section II of the proposal shall be the Proposal Narrative and must not exceed ~~fifteen (15)~~ ten (10) single-sided, single-spaced pages.

We look forward to the submission of your proposal(s) on April 29, 2005, 12:00 noon, P.S.T.

Sincerely,



Walter Chan
Contracts Administration

WC:rmf

Attachments (5)

Attachment 1

FORM FP-1 - Attachment A-1

**PROPOSED SERVICE DELIVERY SITES FOR
FAMILY PRESERVATION PROGRAM****Administrative Office/Headquarters (AGENCY)**

AGENCY Name	AGENCY Address	AGENCY Contact Person	Phone (P)
			Fax (F)
			P: ()
			F: ()

Service Delivery Site(s) (SITE)

SITE Name	SITE Address	SITE Contact Person	Phone (P)
			Fax (F)
<input type="checkbox"/> ASDA* <input type="checkbox"/> SDSS**			P: ()
			F: ()
<input type="checkbox"/> ASDA <input type="checkbox"/> SDSS			P: ()
			F: ()
<input type="checkbox"/> ASDA <input type="checkbox"/> SDSS			P: ()
			F: ()

*Agency Service Delivery Site

**Subcontractor Service Delivery Site

(Please make additional copies of this form if necessary)

EXHIBIT FP-B-1**PRICING SCHEDULE****BASE RATE AND SUPPLEMENTARY SERVICES RATES**

Base Rate Services per family (includes in-Home Outreach Counseling Visits, Indirect Costs, Clinical Direction and Multidisciplinary Case Planning)	\$ 1,050.00/mo.
In-Home Outreach Counseling (Professional with License)	\$ 70.00/hr.
In-Home Outreach Counseling (MA/MSW under licensed supervision)	\$ 60.00/hr.
In-Home Outreach Counseling (BA)	\$ 50.00/hr.
Counseling (to include substance abuse, Domestic Violence, Teen Pregnancy and Anger Management)	\$ 60.00/hr.
Drug Testing	\$ 25.00/test
Parenting Training/Fatherhood Program	\$ 20.00/hr.
Child Focused Activities	\$ 25.00/hr.
Substitute Adult Role Model	\$ 20.00/hr.
Teaching and Demonstrating Homemaking	\$ 35.00/hr.
Transportation	\$ 35.00/hr.
Child Follow-Up Visit	\$ 20.00/hr.
Emergency Housing	up to \$ 50.00/night
Transition	\$ 525.00/month
Therapeutic Day Treatment	\$ 1,027.00/month
Substance Abuse Assessment	\$ 63.90/50 minutes
Substance Abuse Treatment – Individual Counseling	\$ 63.90/50 minutes
Substance Abuse Treatment – Group Counseling	\$ 30.60/person/90 minutes

MCPC SERVICE PLAN

MCPC #:	Initial	2	3	4	5	6	7	8	9	Court Date:	
MCPC Date:		Agency			In-Home Counselor:				Phone:		
Case Name:					CSW/DPO				Phone:		
DCFS Case Number:											

Family Members Included in this Service Plan

1.	(Mother)	6.
2.	(Father)	7.
3.		8.
4.		9.
5.		10.

Present Problem:

Treatment Goals:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

SERVICES TO BE PROVIDED: (Complete all fields, answer "NA" for those services not required at this time)

A. CORE SERVICES

Service	Critical Services	Family Member(s) to Receive Service	Frequency per Month	Services Provider
In-Home Counseling	<input type="checkbox"/>			
Child Focused Activities	<input type="checkbox"/>			
Counseling	<input type="checkbox"/>			
Parenting	<input type="checkbox"/>			
Substitute Adult Role Model	<input type="checkbox"/>			
Teaching and Demonstrating	<input type="checkbox"/>			
Child Focused Activities	<input type="checkbox"/>			

MCPC SERVICE PLAN

A. Core Services - Continued

Service	Critical Services	Family Member(s) to Receive Service	Frequency per Month	Services Provider
Therapeutic Day Treatment (Probation)	<input type="checkbox"/>			
Transportation	<input type="checkbox"/>			

B. LINKAGE SERVICES

Service	Critical Services	Family Member(s) to Receive Service	Frequency per Month	Services Provider
Child Care	<input type="checkbox"/>			
Educational Services	<input type="checkbox"/>			
Employment/Training Services	<input type="checkbox"/>			
Health Care Services	<input type="checkbox"/>			
Housing	<input type="checkbox"/>			
Income Support Services	<input type="checkbox"/>			
Mental Health Services	<input type="checkbox"/>			
Alcohol & Substance Abuse Treatment Svcs.	<input type="checkbox"/>			
Physical & Developmental Services	<input type="checkbox"/>			
Special Education	<input type="checkbox"/>			

C. OTHER SERVICES

Service	Critical Services	Family Member(s) to Receive Service	Frequency per Month	Services Provider
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Auxiliary Funds (List services and/or items which have been identified as needed in order for family to remain safely intact)

MCPC SERVICE PLAN

Family Strengths
Comments:
Date of Next MCPC (Within 75 days):

EXHIBIT FP-12

MONTHLY PROGRESS REPORT

FP ☐ ARS ☐

Reporting/Service Month: _____	Case #: _____
Case Name: _____	Front End: <i>Yes or No:</i> _____
Referral Date: _____	Expected Date of Termination: _____

Agency In Home Counselor/Family Case Manager:		
_____	_____	_____
Last	First	Phone #

Region/Office:	Fax #: _____
<input type="checkbox"/> Children Social Worker <input type="checkbox"/> Probation Officer	Phone #: _____
Last _____ First _____	
SCSW/SCPO	Fax #: _____
	Phone#: _____
Last _____ First _____	

Family Members				
Adults:	<input type="checkbox"/> Father (BF)	<input type="checkbox"/> Mother (BM)	<input type="checkbox"/> Caregiver (CG)	_____
Minors:	<input type="checkbox"/> _____ (M1)	<input type="checkbox"/> _____ (M2)	<input type="checkbox"/> _____ (M3)	
	<input type="checkbox"/> _____ (M4)	<input type="checkbox"/> _____ (M5)	<input type="checkbox"/> _____ (M6)	
Others:	<input type="checkbox"/> _____ (O1)	<input type="checkbox"/> _____ (O2)	<input type="checkbox"/> _____ (O3)	

Number of Base visits: _____ ☐ TDT (*Probation only*)

Face to Face Contact		
Family Members	Type of Contact**	Dates Seen
	I	

EXHIBIT FP-12

**** IHV=In-Home Visit MM= MCPC Mtg. CFU=Child Follow-Up FTF=Face-To-Face Contact (outside of home)**
Father (BF) Mother (BM) Caregiver (CG)

PRESENTING PROBLEM:

SERVICE PLAN GOALS

SERVICES				
Base Rate	Recommended	Actual	Agency	Level of Participation
In-Home Outreach Counseling: License Level Master Level BA Level				
*PLEASE NOTE UNDER EACH SUPPLEMENTAL SERVICE IS A BLANK LINE TO INSERT NOTES ON SPECIFIC SERVICE (I.E. INDIVIDUAL, CON-JOINT, FAMILY THERAPY), AND FOCUS OF TREATMENT.				
Supplemental Services	Recommended	Actual	Agency	Level of Participation
Counseling: (SA, AM, O)				
Substance Abuse (SA)				
Anger Management (AM)				
Other (O)				
Drug Testing				
Parent Training				
Teaching and Demonstration				
Transportation				
Child Follow-up Visit				
Supplemental Services - Continued	Recommended	Actual	Agency	Level of Participation
Child Focused Activities				
Substitute Adult Role Model				
Emergency Housing				
Other:				

EXHIBIT FP-12

*Supplemental Services Codes: * SA-Substance Abuse, AM- Anger Management, O-Other*

Linkage Services	Recommend ed	Actu al	Level of Participation .	Linkage Services	Recommen ed	Actual	Leveo of Participation
AUX- Auxiliary Funds				MC-Medical Care			
Partnership for Families (PFFP)				Special Educ. Srv.			
Physical & Dvlpmnt.. Services				Employmnt.Train Srv.			
Self-Help/Family Support Grp.				Health Care			
PSSF Services				Edu-Educational			
Dms Mental Health Services				HS-Healthy Start			
HOU- Housing				IS-Income Support			
CC-Child Care							
RC-Regional Center							

Level of Participation Codes: *AP-Adequate Participation MP-Marginal Participation IP-Inadequate Participation NP-No Participation*

1. **List MCPC/Service Plan Goals** *(discuss progress, family's level of participation and effectiveness of services being provided)*

2. **Child Safety Issues (Risk Assessments)**

EXHIBIT FP-12

3. **Challenges to Goals (s) Achievement and Intervention** (discuss factors hindering goal attainment or progress, any barriers to service provision, family's level of participation by client and other related issues)

4. **Recommendation**

In Home Counselor/Family Case Manager's Signature

Date

Clinical Director

Date

Distribution:
Original-File Copy to-CSW/PO
Copy to-F/P Administrative Coordinator

Exhibit FP-23**Combined ARS & Contract Allocation for FY 05-06**

	Office	Allocation
SPA 1	AV West	\$1,021,426.00
	AV East	\$883,426.00
Sub Total		\$1,904,852.00
SPA 2	N. Hollywood	\$1,632,730.00
	Santa Clarita	\$527,617.00
Sub Total		\$2,160,347.00
SPA 3	Covina	\$2,595,409.00
	Pomona	\$1,549,597.00
	Pasadena	\$1,357,838.00
Sub Total		\$5,502,844.00
SPA 4	Metro North	\$1,527,429.00
Sub Total		\$1,527,429.00
SPA 5	West L.A.	\$1,416,030.00
Sub Total		\$1,416,030.00
SPA 6	Hawthorne	\$1,166,631.00
	Wateridge	\$2,481,240.00
	Century	\$1,253,090.00
	Compton	\$875,667.00
Sub Total		\$5,776,628.00
SPA 7	Belvedere	\$1,551,814.00
	SF Springs	\$1,932,009.00
Sub Total		\$3,483,823.00
SPA 8	Torrance	\$1,627,188.00
	Lakewood	\$3,247,171.00
Sub Total		\$4,874,359.00
Total		\$26,646,312.00
SPA 9 (A.I.)		\$441,310.00
CW (A.P.)		\$551,638.00
GRAND TOTAL		\$27,639,260.00

**Based on data from July 1, 2003-December 31, 2004*

As of 04/15/05